

TEST FOR RECORDS RETENTION SCHEDULE  
to be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. C-39PAGE  
NO. 1.

1. Requesting Agency

DORCHESTER COUNTY

2. Division or Bureau of Requesting Agency

REGISTER OF WILLS

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><b><u>CORRESPONDENCE</u></b></p> <p>Quantity: 1 cubic foot Dates: 1952 - - File Arrangement: Alphabetical by subject Annual Accumulation: <math>\frac{1}{4}</math> cubic foot</p> <p>Correspondence with individuals, attorneys, various State and county agencies, etc., concerned with the functions of the office. Correspondence relating to decedents is filed in the appropriate estate files, which are retained permanently. The recommendation below applies only to correspondence not filed in the estate folders.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	APPROVED HALL OF RECORDS COMMISSION
2.	<p><b><u>RECEIPTS</u></b></p> <p>Quantity: 4 cubic feet Dates: 1937 - - File Arrangement: Chronological Annual Accumulation: <math>\frac{1}{4}</math> cubic foot Disposable Amount: 3 cubic feet Audited by: State</p> <p>A pre-numbered printed form, bound in books, is used to receipt for any money received by the Register of Wills. The form is prepared in triplicate and the copies are distributed as follows:</p>	

7. Agency, Division or Bureau Representative

Register of Wills

12/2/55

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/8/55  
Date

Archivist

DEC 13 1955

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
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PAGE  
NO. 2.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>1. Original - Payor 2. First Carbon - filed in estate file or set aside if no related estate file exists. 3. Second Carbon - remains in receipt book.</p> <p>Each receipted transaction is recorded in the Cash Book, which is the permanent financial record of the Register's office. The recommendation below applies to all carbons not filed in estate folders.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p>3. <u>ADMINISTRATIVE ACCOUNTING RECORDS</u></p> <p>Quantity: 4 cubic feet Dates: 1937 - - File Arrangement: Chronological Annual Accumulation: <math>\frac{1}{4}</math> cubic feet Disposable Amount: 3 cubic feet Audited by: State</p> <p>This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are individually recorded in the Cash Book, which is the permanent financial record of the office.</p> <p>Banking records, including canceled checks, bank statements, check books and stubs, deposit slips and bank books of the Register of Wills</p> <p>Copies of monthly and annual reports to the State Comptroller</p> <p>Paid invoices and bills, and receipts for office supplies and services connected with the operation of the office</p> <p>Correspondence with the State Comptroller and other State agencies regarding fiscal matters.</p> <p>Copies of payrolls and supporting documents sent to the State Employees' Retirement System</p> <p>State Treasurer's Warrants</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p>BO. 11 Date DEC 13 1955 <i>Malissa</i></p>